

# SCHOOL APPROVAL

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR WAIVER

**DUE DATE:** Form is due no later than thirty days following placement of teacher in position for which waiver is being requested.

**GENERAL INSTRUCTIONS:** Indicate first, second or third year waiver request.

### COMPLETE FOR FIRST YEAR APPLICANTS ONLY:

Review definitions before entering information.

1. Indicate new hire status of applicant.  
Enter date hired.
2. Indicate new hire placement.
3. Indicate core academic subject placement.

### COMPLETE FOR ALL APPLICANTS:

1. Print full name of applicant.
2. Give license number of applicant.
3. Give expiration date of valid license.
4. Give social security number of applicant.
5. Print name of local school system where applicant is employed.
6. Give number of local school system where applicant is employed.
7. Print name of school where applicant is assigned.
8. Give number of school where applicant is assigned.
9. **Print position to be filled by applicant. Be specific regarding assignment (i.e. teacher, principal, assistant principal, librarian, etc.).**
10. Give grade level(s) for teacher assignment.
11. **Give date teacher placed in position for which waiver is being requested.**
12. Requests for employment standard waivers should be made only in hardship cases. Attach copies of advertisements posted in the newspaper, on the internet and at the teacher training institutions. Access electronic file W000-App-Pool on your school approval website and save to hard drive. Enter requested data in yellow cells, save as W your 3 digit system number - last name of applicant for whom waiver is requested (EX: W050-Jones) and transmit file to School Approval.
13. Check if applicant has been issued an alternative/interim license for the current year. If yes, check type.
14. Applicant must work with the State Department of Education, Division of Licensure or the college/university in which enrolled to determine courses which must be taken to obtain endorsement(s). Enter hours required for endorsement, name of endorsement being sought and course code to be taught with requested waiver.
15. For second year request, give the hours completed on the official coursework outline or program of studies since the first waiver was granted and prior to the beginning of the new school year. Second year waivers will be considered only if the applicant has completed coursework to become properly endorsed.
16. For third year request, give the hours completed on the official coursework outline or program of studies since the second waiver was granted and prior to the beginning of the new school year. Third year waivers will be considered only if the applicant has completed coursework to become properly endorsed.
17. Applicant must certify intent to take required coursework as outlined to become fully endorsed for position they occupy.
18. Signature of director of schools certifying system is unable to secure highly qualified teacher indicates his/her recommendation for issuance of waiver.
19. System contact person/telephone number.

Notarization of director signature is required.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE LOCAL SCHOOL/SCHOOL SYSTEM FOR ADDITIONAL INFORMATION.**